



Curran Hall Rental Rules and Agreement

Updated 2/22/2022
615 E. Capitol, Little Rock, AR 72202
501-371-0075 ext. 3, qqa@quapaw.com



Important Note about Curran Hall

Curran Hall is a historic home that also houses the Little Rock Visitor Information Center and serves as the Mayor's Receiving Hall. The Quapaw Quarter Association (QQA) manages both the Little Rock Visitor Center and Curran Hall for the City of Little Rock. The QQA's first priority is to allow public access to the building and to manage and maintain the property as a historic resource. Because of its historic significance, Curran Hall and its grounds and gardens require special care and attention. In addition, Curran Hall's status as the Little Rock Visitor Information Center (VIC), requires special policies for renters/lessees. Policies and procedures for Curran Hall operation and usage are clearly established in this document. The QQA reserves the right to refuse rental based on concern for the integrity of the historic resources on the property.

Acknowledgement of Rules and Regulations at Curran Hall

Please note that the renter or lessee, signing the attached contract, is responsible for making sure that all paid or volunteers caterers, photographers, sub-contractors, decorators, bakers, florists, coordinators/planners, etc. are fully informed as to the specifics of the attached agreement including all restrictions related to the rental of Curran Hall.

Permitted Uses of the Property

A renter or lessee of Curran Hall shall agree to:

1. Abide by all rules and regulations of Curran Hall as specified in the Curran Hall Rental Rules and Agreement.
2. Be sensitive to the preservation needs of Curran Hall, the artifacts and property inside Curran Hall, and Curran Hall grounds and gardens.
3. During regular business hours (9:00 a.m. to 5:00 p.m. Monday-Saturday and 1:00 p.m. to 5:00 p.m. on Sunday), allow public access to the east parlors of the building for the purpose of utilizing the Little Rock Visitor Information Center. During regular business hours, events may only access the west parlors of Curran Hall, the kitchen and restrooms, and the Curran Hall grounds. After regular business hours, renters or lessees may have access to the full property.

Other Conditions

The renter/lessee shall pay for all damages to any part of the Curran Hall property, gardens, or grounds occurring through the actions or negligence of the renter/lessee, its agents, employees, or guests. This includes any damages done to walls, floors, artifacts, furniture, lighting or other fixtures or items owned by the city of Little Rock, QQA or Curran Hall by members of a wedding party, guests, vendors or other associated with the event will be charged to the renter/lessee.

Curran Hall Facility Rules

1. As of November 1, 2021, the maximum capacity inside Curran Hall is 50 people. No more than 50 people can be inside the building at any time. This includes renters or lessees, guests, staff, carters or other vendors, and volunteers. The renter/lessee is responsible for monitoring the number of guests inside the building. If, at any time, the QQA and Curran Hall staff consider an event has become unsafe due to overcrowding or for any other reason, the QQA and Curran Hall reserve the right to end an event and force the renter/lessee to immediately remove all guests, food, trash, personal items, etc. from the grounds.
2. As long as Covid-19 protocols are in place, all guests inside the Curran Hall must wear a mask when not eating or drinking.
3. No smoking or vaping is allowed on Curran Hall grounds, or inside any of the buildings on the property. Smokers or vapers must leave the property to smoke or vape.
4. No open flame is allowed inside or on the grounds of Curran Hall. This includes candles. Sterno canisters may be used by caterers with permission from QQA and Curran Hall staff.
5. No cooking or barbecuing is allowed inside Curran Hall, inside the prep kitchen, on the parking lot or on the grounds of Curran Hall. Only a licensed, insured caterer may serve food at Curran Hall. The renter/lessee is responsible for determining that all caterers, rental companies, or other vendors are licensed.
6. No spike heels or other footwear that may damage floors are allowed inside Curran Hall.
7. No beer kegs are allowed inside Curran Hall. Kegs may be allowed on the grounds with prior notice.
8. No birdseed, rice, confetti, glitter, petals, or bubbles may be used inside Curran Hall or on the porches of Curran Hall. No rice, confetti, or glitter is allowed outside the building, in the gardens, or on the porches of Curran Hall. Only birdseed may be thrown for weddings, and must be done so outside on the grounds or in the garden and not on the porches.
9. No decorations, items, or anything else should be nailed, taped, or attached to any wall or surface inside or outside Curran Hall. Nothing should be hung from furniture, including clothing or other items.
10. No furniture may be moved inside or outside Curran Hall without written consent from the QQA management staff. If a renter/lessee gets written permission to move furniture, all furniture must be returned to its original placement at the end of the rental/lease period.
11. The QQA and Curran Hall are not responsible for any items, equipment, or articles left on the property overnight. The QQA and Curran Hall are not responsible for any damage, theft, or other damages to the renter or lessee's property while inside Curran Hall or on the grounds of Curran Hall. Curran Hall does not store items for renters/lessees.
12. The renter/lessee will be liable for any physical damages, legal actions, and/or loss of reputation or business opportunities that the QQA and Curran Hall may incur as a consequence of the actions of the renter/lessee while the renter/lessee is in control of the property, and shall indemnify and hold harmless the QQA and Curran Hall against any and all legal actions which may arise from the renter/lessee's use of the property.
13. At the end of an event, the renter or lessee must remove all personal property, trash, and other items not present when the renter or lessee took control of the property.
14. At least one staff member of the QQA and Curran Hall must be on site during an event to ensure protection and integrity of the property and to enforce the facility rules. QQA and Curran Hall staff will not clean up after guests, bartend, work as catering staff, or do any other work outside the scope of protecting the property and enforcing facility rules. All renters/lessees must abide by the rules of the facility and respect QQA and Curran Hall staff decisions regarding those rules.
15. All renters/lessees, their vendors, guests, and other associates must end all events no later than 10:00 p.m. in order to respect the residential neighborhood that surrounds Curran Hall and the grounds. The building must be vacated no later than 11:00 p.m.

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Curran Hall Facility Use Guidelines

Insurance

The renter/lessee must provide a Certificate of Insurance with current Comprehensive Liability Coverages (including Host Liquor Liability, if a bar is provided) in the amount of \$500,000.00. The Insurance Certificate must be received by the QQA management team at least 14 days prior to the event.

Catering and Other Vendors

- The QQA and Curran Hall do not provide rental of tables, chairs, linens or other items, and it does not provide staff to set up tables, chairs, linens, or other items.
- Caterers, rental companies, decorators, florists, or other vendors must be fully licensed and insured. Copies of licenses and insurance documents are due to the QQA management staff at the time this document is signed and returned by the renter/lessee.
- Clean up after an event is required and must be provided by the renter/lessee and/or their vendors or associates. Clean up is the total responsibility of the renter/lessee. QQA and Curran Hall staff will not clean up after events, and shall be present to supervise the site's interests only and will not act in any capacity as event staff.
- The kitchen may be utilized by licensed, insured catering staff only and should be used only to coordinate and prep food just prior to serving. No cooking or food preparation is allowed in the kitchen.
- All caterers and other vendors must comply with all rules and regulations in this document.

Alcoholic Beverages

- All alcoholic beverages must be served by a bartender that is over 21 years of age. Self-service bars are not allowed at any event at Curran Hall.
- All bars/alcohol service must end 30 minutes prior to the end of the event.

Delivery and Pickup of Rentals not owned by Curran Hall

- All equipment (tables, chairs, etc.) must be removed from the premises by 10:00 a.m. on the day following the event, unless it is a Sunday. Then, they must be picked up by 2:00 pm.
- No heavy equipment is allowed in the facility. Arrangements must be made with the QQA Executive Director or the Membership & Activities Coordinator for delivery or pick-up of rentals outside of the hours reserved for a function.
- Delivery should be made as near to the event as and must not disturb VIC functions.
- The QQA and Curran Hall are not responsible for damage or loss to rental equipment left on the premises after the event.

Parking:

- Guest parking is available in either of Curran Hall's official parking lots (behind Curran Hall and on the corner of 6th and Ferry Streets across from Curran Hall).
- Additional parking is located along Capitol Avenue at the building entrance.

Children:

- When children are present at an event, they must be supervised at all times and kept from going into unauthorized areas. Any damage caused at an event will be charged to the Renter.

Tents

- Tents may be set up on the grounds, but due to our extensive sprinkler system, stakes cannot be driven into the ground. Sandbags or water barrels can be used as weights instead.

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Curran Hall Rental Fees & Schedules

1. Rental fees for private or corporate customers of Curran Hall are \$150.00 per hour, including set up and clean up time, with a minimum rental time period of 2 (two) hours and a maximum of 8 (eight) hours. Any time over the maximum number of rental hours that the renter/lessee or agents/associates are present on the property will be charged at \$200.00 per hour and will be billed to the renter/lessee after the event.
2. Rental fees for verified nonprofits customers of Curran Hall are \$75.00 per hour, including set up and clean up time, with a minimum rental time period of 2 (two) hours and a maximum of 8 (eight) hours. Any time over the maximum number of rental hours that the renter/lessee or agents/associates are present on the property will be charged at \$150.00 per hour and will be billed to the renter/lessee after the event.
3. For private and corporate customers, \$300.00 deposit is required at the time of the booking and return of this document to the QQA management team in order to hold a specific date for an event. For verified nonprofit customers, a \$150.00 deposit is required at the time of the booking and return of this document to the QQA management team in order to hold a specific date for an event.
4. All fees due for rental must be paid a minimum of 14 (fourteen) days prior to the event. If fees are not paid a minimum of 14 days prior to the event, the renter/lessee will forfeit that date and event and any deposits will be returned to the renter/lessee.
5. If a renter/lessee wants to rent Curran Hall with less than 14 days' contact prior to the event, the renter/lessee must pay the full amount owed at the time the rental contract is initiated by the renter/lessee.
6. After the event is over, and it is determined by the QQA Staff that no damage has been done to the property, the deposit paid to reserve the date will be returned to the Renter/Lessee either via credit card or check.

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Curran Hall Rental Planning Worksheet

Updated 11/15/2021
615 E. Capitol, Little Rock, AR 72202
501-371-0075 ext. 3, qqa@quapaw.com



General Information

Client's Name/Rental Group	
Street Address	
City, State, Zip	
Key Contact Person	
Day Phone	
Cell Phone	
Email	
Event Type (Circle one)	Wedding, Birthday party, professional meeting, fundraiser, private event like book signing or campaign event, other: _____
Number of Guests	
Event Date	
Event start time and Event End Time	
What time will set up begin?	
What time will Curran Hall be vacated by the Renter/Lessee?	
Number of Hours for Rental	

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Catering Information

Caterer's Name	
Caterer's Contact Person	
Caterer Phone Number	
Caterer Email	
Time Caterer Arrives on Site	

Equipment Rental Company Information

Rental Company Name	
Contact Person	
Equipment Company Phone	
Equipment Company Email	
Equipment Arrival Time and Date	
Equipment Pick Up Time and Date	

Florist (if applicable)

Florist Company Name	
Florist Contact Person	
Florist Company Phone	
Florist Company Email	
Florist Arrival Time and Date	

Entertainment (If applicable)

Entertainer Group/Act Name	
Entertainer Contact Person	
Entertainer Phone	
Entertainer Email	
Entertainer Arrival Time	
Entertainer Leave Time	

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Bartenders (if applicable)

Name of Bartender	
Age of Bartender	
Sign here to acknowledge that you understand the alcohol requirements for Curran Hall including: All alcoholic beverages must be served by a bartender that is over 21 years of age. Self-service bars are not allowed at any event at Curran Hall. All bars/alcohol service must end 30 minutes prior to the end of the event. No kegs allowed at Curran Hall, either inside or outside the building. Signature of Renter/Lessee_____	

Insurance

The renter/lessee must provide a Certificate of Insurance with current Comprehensive Liability Coverages (including Host Liquor Liability, if a bar is provided) in the amount of \$500,000.00. The Insurance Certificate must be received by the QQA management team at least 14 days prior to the event.

Insurance Company Name:	
Insurance Policy Number that covers the event:	
Insurance Agent	
Insurance Agent Phone	
Insurance Agent Email	

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Curran Hall Set Up

We strongly recommend that renters come to Curran Hall a minimum of 30 days prior to the scheduled event to look at the space and determine set up. It is important to work directly with the QQA staff to determine the feasibility of set up for events. To make an appointment to stop by and determine set up, please e-mail qqa@quapaw.com.

Will this event take place during or after regular business hours?	
Will this event include use of tents? If so, where will they be placed?	
Will you have decorations? If so, what type?	
Will any furniture need to be moved in the west parlor? (i.e. will you need the large dining table removed or any furniture in the west parlor removed?)	
Will you be using the porches for food or drink set ups?	
Will you need access to electricity for musicians or DJs? If so, where will the musician/DJ be located in the building.	
Will you need any special accommodations? Please describe.	
Other Notes on Set up	

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Payment Worksheet

Is renter/lessee a verified nonprofit?	Yes No
Total number of rental hours, including set up and clean up.	
Payment of Deposit for Private Renter/Lessee (not a nonprofit)	\$300.00
Payment of Deposit for verified Nonprofit Renter/Lessee (QQA will verify nonprofit status)	\$150.00
Date deposit paid	
Total amount due 14 days prior to event date	Private Renter/Lessee Number of Hours _____ X \$150.00 = _____ Nonprofit Renter/Lessee Number of Hours X \$75.00 = _____
Date full amount due (14 days prior to event date)	
Sign here to indicate you understand that a deposit must be paid at the time that this worksheet is returned to QQA management staff AND that the full amount due must be paid 14 days prior to the event. If payment is not made 14 days prior to event, event will be canceled by QQA Management staff and deposit returned to renter/lessee. The deposit will be returned to the Renter/Lessee once the QQA Management staff has determined that there is no damage to the property. Signature of Renter/Lessee_____	
Sign here to indicate that you understand if an event runs over its stated end time (i.e. when the property will be completely vacated), the renter/lessee will be charged an additional \$200.00 per hour (for private renter/lessee) or \$150.00 per hour (for nonprofit lessees). Additionally, you understand that all events must end no later than 10:00 pm and the building must be vacated no later than 11:00 p.m. Signature of Renter/Lessee_____	

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Curran Hall Rental Contract

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This contract for the rental of a venue is made on this day _____, by and between The QQA and Curran Hall, hereafter referred to as the Owner, and _____, hereafter referred to as the Renter/Lessee.

Whereas the Renter/Lessee desires to temporarily rent, occupy, and make use of the Owner's venue, located at 615 E. Capitol in Little Rock, AR 72201 and known as Curran Hall, and

Whereas, the Owner agrees to such rental, occupation, and use in consideration of certain payment and covenants herein enumerated;

Now, therefore the parties agree to the following terms and conditions;

1. The Renter/Lessee shall pay the Owner the sum of \$_____ no later than _____ (no later than 14 days prior to the commencement of the rental period). Of this amount, if the Renter/Lessee is a private entity, corporation, or individual \$300.00 deposit that will be returned to the Renter/Lessee after the event if QQA staff determines there is no damage to the venue; if the Renter/Lessee is a verified nonprofit \$150.00 that will be returned to the Renter/Lessee after the event if QQA staff determines there is no damage to the venue. The deposit is due at the signing and return of this contract. The final amount is due no later than 14 days prior to the start of the rental period. If the total amount is not paid at this time, the Owner will then cancel the rental contract and return the deposit.
2. The Renter/Lessee will have access to and use of the venue from _____ o'clock on _____ to _____ o'clock on _____, for the purpose of hosting the Renter/Lessee's _____ event. Owner shall provide the Renter/Lessee access to the building and a QQA and Curran Hall staff member to assist the Renter/Lessee.
3. Renter/Lessee shall remove all personal property, trash, and other items that were not present in the venue when the Renter/Lessee took control of it by the end time of the event mentioned above. The Renter/Lessee understands that any private Renter/Lessee will be charged an additional \$200.00 per hour for time that goes beyond the agreed upon end time and date. Verified nonprofit Renters/Lessees will be charge \$150.00 per hour for time that goes beyond the agreed upon end time and date.
4. The Renter/Lessee agrees to assume all risk and liability for any and all damages to persons or Curran Hall property arising from rentals at Curran Hall during the time period covered by this contract and to indemnify and hold harmless the QQA and Curran Hall.
5. The Renter/Lessee agrees to abide by all rules and guidelines outlined in the document "Curran Hall Rental Rules and Agreement." If, at any point, the Owner or designated staff determines that the Renter/Lessee is not abiding by the rules or guidelines or if an even becomes unsafe due to overcapacity or other situation that is deemed unsafe, the QQA and their designated staff have the right to shut down an event and ask the Renter/Lessee to leave the property. If an event is deemed unsafe due to actions of the Renter/Lessee, the Renter/Lessee forfeits the entire rental fee for the venue, including all deposits.
6. The Renter/Lessee understands that if an event takes place during regular business hours, the general public must be allowed access to the East parlors of Curran Hall in order to utilize the Little Rock Visitor Information Center.
7. The Renter/Lessee shall be responsible for information all vendors, caterers, rental companies, and other organizations providing services for this event of the rules and regulations of Curran Hall and the Renter/Lessee will be held responsible when/if a vendor or other service provider does not follow those rules or regulations.

Renter/Lessee Name: _____

Renter/Lessee Signature: _____ Date _____